



ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 03-OHR-104

POSITION: HUMAN RESOURCES SPECIALIST
(EMPLOYEE BENEFITS), 201

SALARY RANGE: \$48,451 - \$92,167

Opening Date: 08/22/03

Closing Date (for receipt of applications):

09/19/03

OFFICE:

Office of Human Resources
Human Resources Division

AREA OF CONSIDERATION:

All Sources - Nationwide

Location: Herndon/Reston, VA

SALARY POTENTIAL:

\$92,167

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is commensurate with experience. Federal benefits are available for most positions according to federal guidelines. More than one selection may be made from this announcement. If this position is temporary (see above), management may have the discretion of converting this position to a permanent position depending upon funding and staffing allocation.

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DUTIES AND RESPONSIBILITIES: The Human Resources Division (HRD) administers a comprehensive excepted service human resources program for over 30,000 employees in the federal judiciary. The Training, Analysis, and Benefits Administration Branch provides benefits administration services to the courts. The incumbent's duties include, but are not limited to:

1. Managing the health services program for the federal judiciary, including the Employee Assistance Program (EAP) for all judges and over 30,000 biweekly court employees;
2. Exercising significant independence and responsibility for administering all core benefits (Civil Service Retirement System (CSRS), CSRS Offset, and Federal Employees' Retirement System (FERS), Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FGLI), workers' compensation, Thrift Savings Plan (TSP), Federal Occupational Health (FOH), and Inter-Agency Agreements (IAAs)) for an assigned biweekly court population (approximately 6,000 people); and
3. Interpreting and developing health-related policies and administering them under the four IAAs for all related services.

QUALIFICATION REQUIREMENTS: Applicants must have demonstrated experience as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment Systems which include interpretive guidance and reference to the OPM Operating Manual for Qualification Standards for General Schedule Positions. Applicants must have **one year of specialized experience** which is in or directly related to the line of work of this position. **Specialized experience** is experience that has provided the applicant with a broad range of health services policies, principles, and practices and a thorough working knowledge of all core benefit areas and its affect on the judiciary.

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1. Ability to apply the provisions of the laws, regulations, policies, and procedures pertaining to the core benefits programs (CSRS, CSRS Offset, FERS, FEHB, FGLI, TSP and workers' compensation), EAP and FOH.
2. Demonstrated knowledge of new approaches and resolution of complex issues.
3. Ability to work independently with minimal supervision to provide advice to employees on health services and core benefits.
4. Ability to communicate orally and in writing with a wide variety of audiences within and outside the judiciary in order to explain any health services/core benefits issues.

**FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT, CONTACT: Faye R. Posey at (202) 502-1256
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- **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualification Requirements).
- **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may NOT contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
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- **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation.
- **Additional Information:** Any other required information or forms listed on this announcement.

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- All information is subject to verification.
- Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
- All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
- If selected for first-time appointment to the federal government, you may be required to serve a trial period. Failure to complete successfully the trial period may result in termination of employment.
- If selected for a supervisory or managerial position, you may be required to serve a probationary period. Failure to complete successfully the probationary period can result in return to a position comparable to the one held immediately

before this supervisory assignment, or if you were not a federal employee before this assignment, then you may be moved to a position one level below this supervisory position.

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